

CONFIDENTIAL

OC-0270-87
24 APR 1987

MEMORANDUM FOR: Director of Information Technology

FROM:

[Redacted]

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Director of Communications

SUBJECT:

OC Secretarial Conference

[Redacted]

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EP
1. The Office of Communications (OC) Secretarial Conference will be held 27-29 May 1987 at [Redacted]. Your concurrence is requested for [Redacted] to attend this conference. [Redacted]

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2. External guest speakers, as well as Agency personnel, will address topics to carry out the "Secretaries in the Intelligence World" theme. [Redacted] will receive an insight into the Office and an opportunity to interact with OC secretaries and managers. [Redacted]

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3. We look forward to [Redacted] participation in the conference. [Redacted] Chairperson, OC Secretarial Conference Planning Committee, is the point of contact. She may be reached on [Redacted]

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CONCUR:

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Director of Information Technology

4/30/87

Date

[Redacted]

[Redacted]

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MEMORANDUM FOR: [REDACTED]

FROM: [REDACTED]

Chairperson, 1987 OC Secretarial Conference
Planning Committee

SUBJECT:

1987 OC Secretarial Conference [REDACTED]

1. Thank you for accepting our invitation to attend our 1987 Office of Communications' Secretarial Conference. Two evening sessions are planned: [REDACTED] discussing "Life on the Seventh Floor" and will update the group on the new secretarial system; feedback will be provided from the OC secretaries who attended the 1987 Secretarial Speakout in Atlanta, Georgia; a panel to discuss life overseas, and an evening session with OC managers is scheduled for the evening of 28 May. Additional speakers include [REDACTED] [REDACTED] and two speakers from within the Agency to discuss financial planning and counterterrorism. A complete agenda will be available at the site. [REDACTED]

2. Arrangements have been made for you to stay overnight for 27 and 28 May [REDACTED] Your name has been left at the Guard's gate and he will be most happy to assist you if you have any questions. We look forward to seeing you at the Conference. [REDACTED]

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